App. F. IX-4 —

Previous References

1940. (Cens.)

File No. 7—40

Serial Nos. 5

Later References.

PRESERVED

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1

Part B for Mar, 41.

SUBJECT.

Census Circular No. 15 re:
Preparation of Provisional Totals

WD 0573—GPB—22,500—12-9-39

20.3.41

Census ... - 40 - 5 Gpm 3694

OFFICE OF THE CENSUS SUPERINTENDENT
IN MYSORE,

No. 12399
Enc. 3

Dated Bangalore, ...12th...February.....*1941*

FROM

P. H. KRISHNA RAO, ESQ., M.A.,
CENSUS SUPERINTENDENT IN MYSORE,
BANGALORE.

TO

VENKATESA IYENGAR, ESQ., M. A.,
Secretary to Government,
Development Department,
BANGALORE.

SIR,

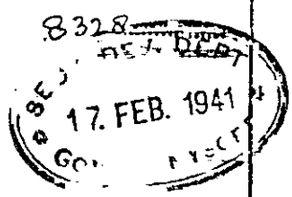
I have the honour to forward herewith three copies of Circular No: 15 dated 10th February '41 issued from this office in connection with the preparation of provisional totals and despatch of Enumeration Pads.

I have the honour to be,
sir,
Your most obedient servant,

CENSUS SUPERINTENDENT.

Serial No.

Submitted for perusal.



NOTE—Contn. Sheet

OFFICE OF THE CENSUS SUPERINTENDENT
IN MYSORE,

CIRCULAR NO. 15

Dated Bangalore, 10th February 1941.

FROM

The Census Superintendent in Mysore,
Bangalore.

To

The Deputy Commissioners of Districts, and
Presidents of City Areas.

SIR,

SUBJECT.—Preparation of provisional totals and despatch of Enumeration pads.

The results of the Census should be published as soon as possible after it has taken place. It is, therefore, necessary to prepare the required abstracts and summaries without any delay and to make the returns as accurate as possible for publication.

2. *Responsibility for the preparation and submission of Provisional Totals.*—The Deputy Commissioners, as District Census Officers, are responsible for the preparation of the totals for the area included within their jurisdiction and the Municipal Commissioner, Bangalore City Municipality, and the President of the Mysore City Municipality for the areas included in the respective municipalities. These Officers should, therefore, make arrangements for reporting the provisional totals immediately after the Final Census in accordance with the instructions contained in the following paragraphs.—

3. *Preparation of Enumerators' Abstracts.*—A place should be fixed for each Circle where the Supervisor and all the Enumerators of such Circle should meet on the morning of the 2nd March 1941 to prepare the Enumerators' abstracts and Circle summary. The Supervisor should compare the Enumeration pads produced by each Enumerator with his block list and see that no house in the Block list has escaped enumeration. He should then see that there are Enumeration pads for all the blocks comprised in his Circle and should scrutinise the abstracts on the facing sheet of each pad and after satisfying himself that they are accurately prepared, he should get the consolidated Enumerators' abstract prepared immediately by the Enumerator of the block *by totalling up the figures on the facing sheets of the several pads*, with the help of two other Enumerators, in form "A" according to the instructions given on the reverse. The Supervisor should also check the figures himself and accept the abstract as correct if the totals agree. *These abstracts should be completed not later than the morning of 2nd March 1941.* The Supervisor should then obtain the Enumeration pads from all the Enumerators of the Circle and check them with the blocks mentioned in his Circle list and satisfy himself that all pads relating to all the blocks in his Circle have been received from the Enumerators. He should select two of his best Enumerators and with their assistance arrange the Enumeration pads by blocks and by villages in the order in which the villages or blocks are numbered in the Circle list.

4. *Preparation of Circle Summary.*—The Supervisor should then prepare as quickly as he can, a Circle summary in form "B" according to the instructions printed therein, tie up the Enumeration pads with the block abstracts neatly for each block and deliver to the Charge Superintendent, through the Revenue Inspector in Rural Areas, all the Enumeration pads relating to his Circle including the unused pads recovered from the Enumerators, with the Circle summary prepared by him, so as to reach the former *not later than the evening of 2nd March 1941.*

5. *Preparation of Charge Summary.*—Immediately on receipt of the Circle summaries through the Revenue Inspectors, the Charge Superintendent should compare each Circle summary with the Circle list, the Charge list and the Enumerators' abstract and make sure that no Circle or Block has been omitted and that

the Enumerator's totals have been correctly posted. The Revenue Inspectors should be present in the Taluk Office on 2nd March 1941 to receive the pads, etc., from Supervisors and generally assist the Charge Superintendent in his work. The Charge Superintendent should get the totals of each Circle summary checked independently by two Supervisors in the manner prescribed for Enumerator's abstracts and then post the totals of Circle summaries in his Charge summary in form "C" prescribed for the purpose, in accordance with the instructions printed therein. He will then attach to the Charge summary, all the Circle summaries for the Charge arranged in serial order and send the entire set of summaries for the Charge to the Deputy Commissioner by the quickest possible route which will have been settled beforehand by the Deputy Commissioner. The Charge summaries should be sent to the Deputy Commissioner *not later than 3rd March 1941, a copy of the same being sent simultaneously to the undersigned.*

6. *District Summary.*—On receipt of the Charge summaries, the Revenue Sub-Division Officers who are also Divisional Census Officers should, under the directions of the Deputy Commissioner, have them compared with the Circle summaries and see that the Circle summaries have been correctly posted and that no Circle has been omitted. The totals in each summary should be carefully checked by two clerks working independently under the supervision of the Divisional Census Officers. The totals of each Charge should be posted in the summary for the District, after check and verification, care being taken to see that no Charge is omitted and that the figures entered are those showing the grand totals for each Charge and not merely that of one page of the Charge summary.

Special care should be taken to include the figures for railways, factories, cooly-colonies, and other special areas, if any. The District summary should be prepared in the following form :—

Name of Charge—Rural and Urban	Number of occupied houses in the Charge	Total population in each Charge			Total literate population in each Charge		
		Male	Female	Total	Male	Female	Total
District total ...							

7. *Special Instructions.*—The Deputy Commissioners will be in personal charge of this part of the Census work and ensure the accuracy of the figures in the District summary. A copy of the complete District summary in the above form should be posted to the Census Superintendent in Mysore, Bangalore, *by registered post not later than 4th March* 1941.

8. *Precautions against delay.*—In order that the publication of the general total is not delayed owing to defective local arrangements, the Deputy Commissioners and Presidents of City Areas will issue precise instructions to each Charge Superintendent before the 15th February 1941 regarding the manner in which he has to collect and send the figures to secure the greatest possible expedition. A concise note showing the arrangements made in this behalf should be sent to the Census Superintendent by the 20th of February 1941.

9. *Instructions to Supervisors and Enumerators to prepare Abstracts and Summaries.*—A sufficient number of spare forms for the preparation of Enumerator's abstract, Circle and Charge summaries, respectively, will be sent to the several Charges shortly. The Charge Superintendents should explain to the Supervisors and Enumerators in their Charges, the instructions printed on the reverse of the forms and those contained in this Circular, so that each and every one of them may be in a position to prepare the abstracts and summaries soon after the Final Enumeration.

10. *City Summaries.*—The instructions given above will apply *mutatis mutandis* to the City areas. In the case of Kolar Gold Field City area, the Charge summaries will be incorporated in the District summary of the Kolar District. In the case of Bangalore and Mysore Cities, the provisional totals and the Charge summaries will be communicated directly to the Census Superintendent, in the manner laid down for District totals and District summaries *so as to reach him not later than 4th March 1941.*

11. *Report to the Census Commissioner for India by the Census Superintendent.*—The figures to be reported to the Census Commissioner for India, New Delhi, are the State totals of (1) total population (male, female, total) and (2) total literate population (male, female, total). It is not necessary to report figures of occupied houses. The report should be despatched by post as soon as it is ready but not later than 5th March 1941.

12. *Despatch of written up and unused Enumeration Pads.*—As stated in paragraph 4 above, the Supervisors are to send the Enumeration pads relating to their Circles to the Charge Superintendent with the Circle summary. Charge Superintendents must very carefully watch the receipt of the pads, checking them as they come in with the issues made and recorded in the stock register prescribed (Form B) in circular letter dated 4th January 1941 and satisfy themselves that all the pads issued to a Supervisor have been properly accounted for and that all the unused pads have been duly returned by him. *Omission to account for even a single pad should be seriously noticed and the loss of pads, if any, should be investigated in each case and a report on the result submitted to this Office.* The written up pads should be checked with the Circle lists and the Charge lists to see that pads have been returned from all the Circles in the Charge. The Charge Superintendent should, after satisfying himself that all the pads written up for all the blocks and circles have been received, get all the written up pads arranged and packed in separate bundles for each circle, the pads for each block forming a separate sub-bundle, in each circle bundle. All the bundles for circles in the Charge should then be put together, and packed into one or more gunny bags used in sending blank slip pads from here. All the unused slips withdrawn from the Supervisors should be formed into a separate packet. The packages of written up pads and of unused pads should then be sent to this Office with an official of the Charge Superintendent's Office *so as to reach the former not later than 7th March 1941.* The official should bring with him a copy of the finally approved Charge list and the map and also the stock register prescribed for the issue of pads in the circular referred to above, for the purpose of check and verification. He must stay here until the pads are checked and taken delivery of and return after an acknowledgment is handed over to him, for having received all the pads in proper condition with accurate accounts.

I have the honour to be,

Sir,

Your most obedient servant,

(Sd) P.M. Krishnaraos

Census Superintendent.

MEMO.

Copy of the above is forwarded to all the Sub-Division and Divisional Census Officers, and all Charge Superintendents for information and necessary action. A sufficient number of copies of Enumerator's abstracts, Circles and Charge summaries will be sent separately to each Charge Superintendent for distribution to Supervisors and Enumerators.

for Census Superintendent.

WD 1547—GPB—500—11-2-41

MYSORE CENSUS, 1941

Enumerator's Abstract (Form A.)

INSTRUCTIONS FOR FILLING UP THE FORM.

1. The abstract for each pad should first be prepared in pencil in its facing sheet as soon as writing up of the slips in the pad is over. After final enumeration on 1st March 1941, the totals should be checked in the light of the changes in the slips in the pad and written down finally in red ink. The Enumerator's Abstract (printed on the reverse) should be filled in by totalling up the abstracts of the several pads used for the block.
2. This abstract must be completed immediately after final enumeration and handed over to the respective Supervisors on 2nd morning positively.
3. The following directions must be kept in view while filling in the abstract.
   (i) Every slip must be referred to and the required particulars carefully noted before proceeding to fill in the abstract.
   (ii) Occupied dwelling houses mean houses bearing individual Census numbers, occupied by families and finding a place in the enumeration pad. This information should not be obtained from the block or house lists but should be taken from the particulars contained in the enumeration pad.
   (iii) Based on the answers to Questions 20 (a) and 22, the number of literates (in any language) should be arrived at.
   (iv) Answers to Questions 2, 3 and 4 should be studied and the details of population per caste and religion shown in the abstract given. Among Hindus the totals of Brahmins should be shown separately. Depressed classes include (1) Adikarnatakas, (2) Adi Dravidas, (3) Lambanis or Banajars, (4) Voddars, (5) Koiachas, (6) Koramas, (7) Hill Tribes, and (8) Animists. The totals for the Depressed classes should be shown separately. All the other Castes of Hindus that do not come under Brahmins and Depressed classes should be classed under "(C) Other Hindus." All Religions that are not specified by name in the abstract should be classed under 'Others.'

Form A.

.....CITY.

Number of Circle	Number of block	Number of first house	Number of last house

Name of Enumerator .....

Name of Supervisor .....

Enumeration begun on .... ended on .....

Number of pads used for the enumeration of the block .....

Number of occupied dwelling houses .....

	Population		Literates	
	M.	F.	M.	F.
HINDUS.				
(a) Brahmins				
(b) Depressed classes				
(c) Other Hindus				
Musalmans				
Christians				
Sikhs				
Jains				
Others				
Total ...				

Compared by { 1. .....
2. .....

Signature of Enumerator.

Checked and found correct.

Signature of Supervisor.

W D 1477—G P B—2500—5-2-41

MYSORE CENSUS—1941.

Circle Summary.

(Form B.)

District .. ..

Charge..... ....

Circle No..... .. ..

Name of Supervisor..... ....

Signature of Supervisor.

Checked by..... ....

INSTRUCTIONS FOR FILLING UP THE FORM.

1. It is of the greatest importance that the Circle Summary should be sent to the Charge Superintendent through the Revenue Inspectors so as to reach the former not later than 2nd March 1941.

2. One line should be used for noting the particulars of each block.

3. If the number of blocks in a Circle is more than the number of lines in the form, a second form may be used.

4. Columns 1 to 3 should be filled up beforehand with the aid of the Circle List (the blocks appearing in serial order) and the rest of the columns soon after the receipt of Enumerators' abstracts.

5. Totals of the Enumerators' abstracts should be verified before filling up this form.

6. Totals of the several columns should be inserted at the foot of the columns and in the last column.

7. A total should be struck at the end of each village, if it consists of more than one block and for each Minor Municipality included in the taluk charge, and a grand total shown for the whole Circle.

WD 1480—GPB—2,000—5-2-41

CIRCLE S

Serial Number of Village or Town in the charge	Name of village or Town	Serial Number of Block in the charge	Number of Occupied Houses in the Block	HINDUS												Mus
				Brahmins				Depressed Classes				Other Hindus				
				Population		Literate		Population		Literate		Population		Literate		Populatio
				M	F	M	F	M	F	M	F	M	F	M	F	M
	Total															

B

MMARY

ıs		Christians		Sikhs		Jains		Others		Total	
terate		Population	Literate	Population	Literate	Population	Literate	Population	Literate	Population	Literate
M	F	M F	M F	M F	M F	M F	M F	M F	M F	M F	M F

MYSORE CENSUS—1941.

Charge Summary.

Form C.

District ....

Taluk
Town ....

Charge Superintendent..... ... . *Signature of Charge Superintendent.*

INSTRUCTIONS FOR FILLING UP THE FORM.

1. The entries in this form should be made immediately after the receipt of Circle Summaries, but not later than 3rd March 1941.

2. One line should be used for each circle and the circles entered in serial order. If one sheet is not enongh for entering all the circles, another sheet may be used.

3. The totals in the Circle Summaries should be verified before entering them in this form.

4. A total should be struck at the end of each hobli, and a grand total shown for the whole charge. The totals of Minor Municipalities included in the taluk charge should be shown separately.

WD 1479—GPB—500—5-2-41

CHARGE

Serial Number and Name of Hobli or Minor Municipality in the Charge	Serial Number of Circle in the charge	Number of occupied Houses in each Circle	Hindus												Musalm		
			Brahmins				Depressed classes				Other Hindus						
			Population		Literate		Population		Literate		Population		Literate		Population		L
			M	F	M	F	M	F	M	F	M	F	M	F	M	F	M
Total																	

SUMMARY

	Christians				Sikhs				Jains				Others				Total			
rate	Population		Literate		Population		Literate		Population		Literate		Population		Literate		Population		Literate	
F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
			—																	